PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO
120 PARK AVENUE, NEW YORK, NY 10017-5592

TO: Distribution **DATE:** May 7, 1998

FROM: William F. Lynch III

SUBJECT: Records Disposal Suspension Notice

For legal reasons the Company is required to retain copies of all records that relate to the topics described in Attachment A to this notice (the "records"). Those records (almost all of which already have been placed under disposal suspension in connection with previous requests) are hereby placed under disposal suspension. If any such records are unaltered duplicates, please refer to the policy memorandum dated April 1, 1998 for applicable requirements.

Please note that this includes all forms of records, including paper documents, computer-based electronic records (including computer disks and tapes), microfilm, video and audio recordings, and every other memoralization of information and other material related to the specified subjects.

The records must not be disposed of or altered in any way, except as set forth below regarding electronic records. Paper records should be maintained in their current form and arrangement. If they are no longer needed for normal business purposes, however, they may be boxed and placed in storage (properly identified and labeled as disposal-suspended material). Electronic records that are the subjects of previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994 and those that are incapable of being printed must be preserved in electronic form. All other electronic records (including e-mail) should be printed and retained only in paper form.

Records already subject to disposal suspension are listed in the applicable Records Management Manual and in prior records disposal suspension notices, which remain in effect without change.

Please be advised that any failure to adhere to these requirements could subject you to discipline by the Company, as well as possible civil and/or criminal penalties.

Code: 1998 - 003 - 007 - L

Source: https://www.industrydocuments.ucsf.edu/docs/zsmk0001

If you have any questions regarding this notice, please call me in New York (ext. 4019).

WFL/js
Attachment

Distribution:

Philip Morris Incorporated (PM USA) - New York
Philip Morris Incorporated (PM USA) - Region and Section Field Sales Offices – RVPs, SSDs, SOMs, DMs, SAMs, SMAs, NAMs
Russell Bertelsen - New York
Lewis Cummings - Richmond

Code: 1998 - 003 - 007 - L

Source: https://www.industrydocuments.ucsf.edu/docs/zsmk0001

cc:

Martin J. Barrington, Esq. - New York
William Brandt, Esq. - New York
Marian DeBardeleben - Richmond
Jacqueline D. Gilbert, Esq. - New York
Carla Gregory - Richmond
Charity Harris - Richmond
Beverly Honaker - Richmond
William Iler - New York
John J. Mulderig, Esq. - New York
Jose L. Murillo, Jr., Esq. - New York
Janice Peck - Rye Brook
Clare Purcell - Richmond
Donna Reynolds - Richmond
Eileen Schauer - New York
Charles R. Wall, Esq. - New York
Luisa Williams - Richmond
Joyce Worsham - Richmond

Code: **1998 - 003 - 007 - L**

Source: https://www.industrydocuments.ucsf.edu/docs/zsmk0001